

**EFFECTIVE**

December 1, 2023.

**Subject(s)****Administrative Policy Bureau of Organizational Services (APO)  
102, Mail Services.**

The Michigan Department of Health and Human Services (MDHHS) mail system will only send or receive work-related items to employees' homes, when necessary, with Supervisors approval. Otherwise, employees must pick up all ordered items at a local MDHHS office.

To request a new account/postal account card, changes to an existing card, or request additional copies be printed, contact Dave Shewchuck at [ShewchuckD@michigan.gov](mailto:ShewchuckD@michigan.gov) or 517-636-6041.

*Reason:* Policy update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 102](#)